

**MICHIGAN DEPARTMENT OF CIVIL SERVICE**  
**JOB SPECIFICATION**

**LABOR MEDIATOR**

**JOB DESCRIPTION**

Employees in this job complete a variety of professional assignments to facilitate the settlement of labor-management disputes and the conduct of labor representation elections.

There are three classifications in this job.

**Position Code Title – Labor Mediator-E**

**Labor Mediator 14**

This is the intermediate level. The employee performs an expanding range of professional labor mediator assignments in a developing capacity.

**Labor Mediator P15**

This is the experienced level. The employee performs a full range of professional labor mediator assignments in a full functioning capacity. Extensive independent judgment is required to carry out assignments that have substantial impact on services or programs. Availability of guidelines is limited and theories, principles, and practices of the profession must be utilized to determine appropriate courses of action.

**Position Code Title – Labor Mediator-A**

**Labor Mediator 16**

This is the advanced level. The employee functions as a senior worker responsible for carrying out regular assignments that have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Attempts to mediate peaceful settlement of differences in labor-management disputes.

Mediates disputes between employers and unions involved in intrastate commerce.

**LABOR MEDIATOR**

**PAGE NO. 2**

Mediates individually or with federal mediators, disputes between employers and unions involved in interstate commerce.

Provides mediation in disputes between public employers and employee unions or representatives.

Conducts last offer elections.

Arranges and presides at joint and separate conferences with labor and management representatives; conducts independent investigations with the parties.

Discusses with labor and management the issues involved and analyzes the sources of dispute.

Conveys proposals and counter-proposals between contending parties.

Formulates suggestions for peaceful settlements.

Assists in negotiating and drafting agreements.

Prepares reports on actions taken and agreements reached in each case, evaluation methods and results.

Keeps informed re: current labor laws, labor and management organizations, labor problems, cost of living, industrial and commercial activity, political activities, and contract settlement trends, for use in ameliorating differences between labor and management.

Assists parties in selecting, developing, or conducting employee involvement and labor/management cooperative programs.

Keeps informed and participates in seminars and collaborative negotiations between labor and management.

Maintains records and prepares reports, makes recommendations on disposition of cases, conducts correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

**Additional Job Duties**

**Labor Mediator 16**

Performs on a regular basis professional labor mediator assignments that are recognized by Civil Service as more complex than those assigned at the experienced level.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of labor mediation principles and practices.

Knowledge of the principles and techniques of collective bargaining including the contents of collective bargaining agreements and the settlement of labor disputes.

Knowledge of the application of the State of Michigan Labor Laws, including the Labor Mediation Act, Public Employment Relations Act, Compulsory Arbitration 312, Compulsory Arbitration for State Police Act 17, and the National Labor Relations Act, as amended.

Knowledge of the problems of personnel management, including sources of employee dissatisfaction.

Knowledge of industrial relations problems, including administration of production standards, wage and salary determination, regularization of employment, and employee ratings.

Knowledge of labor union policies and procedures.

Knowledge of the long-range aims and aspirations of labor unions.

Knowledge of labor-management cooperative programs.

Knowledge of the application of the Labor Mediation Act, Public Employment Relations Act, and the National Labor Relations Act, as amended.

Knowledge of the history of industrialization and the labor movement.

Knowledge of the economic problems of management.

## **LABOR MEDIATOR**

### **PAGE NO. 4**

Knowledge of contractual terms and the legal form applied to the drafting of formal labor contracts.

Knowledge of the principles and application of grievance arbitration and Alternate Dispute Resolution processes.

Knowledge of management policies as they apply to labor unions.

Ability to maintain an impartial attitude in the interpretation of labor laws and contracts and the analysis of facts and evidence.

Ability to conduct meetings and conferences to negotiate adjustments and settlements in labor disputes.

Ability to investigate evidence, facts and claims relative to labor disputes and analyze findings objectively.

Ability to interpret labor laws, recommend compromise terms, and assist in drafting agreements.

Ability to report and evaluate the actions taken and agreements reached in each case.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

### **Working Conditions**

Jobs typically require considerable travel, including extended periods away from the normal work location.

### **Physical Requirements**

None.

### **Education**

Possession of a bachelor's degree in labor relations, business administration, industrial psychology, personnel management, or public administration.

**Experience**

**Labor Mediator 14**

Three years of professional experience in the field of labor relations or personnel management, two years of which at least shall have substantially involved the settlement of labor-management problems such as the resolution of grievances, the settlement of contract interpretation disputes, and/or the negotiation of collective bargaining agreements.

**Labor Mediator – P15**

One year of professional experience in labor mediation activities equivalent to a Labor Mediator in state service.

**Labor Mediator - 16**

One year of professional experience in labor mediation activities equivalent to a Labor Mediator P15 in state service.

**Special Requirements, Licenses, and Certifications**

None.

**Alternative Education and Experience**

One year of professional experience in the field of labor relations involving the settlement of labor-management problems such as resolution of grievances, settlement of contract interpretation disputes and negotiation of collective bargaining agreements, may be substituted for one year of the indicated education requirement, up to a maximum of four years of college. (Experience used for the Education substitution may not be used toward meeting the Experience minimums.)

Possession of a master's degree with a major in labor relations, industrial relations, or industrial psychology may be substituted for one year of general experience in the field of labor relations or personnel management.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**LABOR MEDIATOR**

**PAGE No. 6**

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

LABORMDR

**Job Code Description**

Labor Mediator

**Position Title**

Labor Mediator-E

Labor Mediator-A

**Position Code**

LABRMDRE

LABRMDRA

**Pay Schedule**

NERE-185

NERE-190

ECP Group 2  
8/20/2000/  
SH/VLWT